

YOUTH SERVICES POLICY

Title: Physical Examinations, Essential Functions and Special Requirements for Probation and Parole Officers/Juvenile Next Annual Review Date: 07/16/2017	Type: D. Community Based Services Sub Type: 2. Personnel Number: D.2.1
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References: ACA Standards 2-CO-1C-01 and 2-CO-1C-19 (Administration of Correctional Agencies); 2-7037 (Juvenile Probation and Aftercare Services), YS Policy Nos. A.2.7 "Drug Free Workplace", A.2.12 "Personnel Records", A.2.18 "Criminal Record Check, A.2.67 "Tuberculosis Testing – Employees" and A.2.68 "Diana Screen"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/16/2015

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary

II. PURPOSE:

To establish procedures for pre-employment examinations, screenings, and background checks of applicants for the position of Probation and Parole Officer/Juvenile (PPO/J).

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, Regional Office Human Resources (HR) Liaisons, and all applicants for Probation and Parole Officer/Juvenile (PPO/J) positions.

IV. DEFINITIONS:

Agency - Youth Services, Office of Juvenile Justice.

Community Based Services (CBS) - Formerly known as the Division of Youth Services, including the regional field offices located throughout the state.

Conditional Offer of Employment - An offer of employment made to an applicant dependent on meeting certain conditions and/or results.

Diana Screen – A child safety screen which assists in identifying adults who fail to recognize adult-child sexual boundaries or who are at high risk for having sexually abused a child in the past. (Refer to YS Policy No. A.2.68)

Drug Screen - A screen designed to detect illegal or prescription drug use based on a sample provided by an employee or potential employee, as administered by an OHC.

Essential Functions - Basic job duties that an applicant/employee must be able to perform, with or without reasonable accommodation.

Human Resources (HR) Liaison - The Unit Head designated staff person responsible for collecting and retaining documents pertaining to employee's personnel records. (Refer to YS Policy No. A.2.12)

Louisiana Child Abuse Registry (LCAR) – A centralized database maintained by the Louisiana Department of Children and Family Services (DCFS) that compiles records from all investigations of child abuse, and categorizes such cases as substantiated, inconclusive or invalidated. (Refer to YS Policy No. A.2.18)

Occupational Health Clinic (OHC) - Any general hospital, or any other medical facility which operates a corporate medicine program or an employee wellness program which includes any of the following: (1) Routine commercial activities, such as pre-employment examinations; (2) mandated examinations, such as Federal Occupational Safety and Health Administration examinations; (3) routine workers' compensation cases; (4) routine medical evaluations involving establishment of product liability; (5) evaluations consigned to independent medical Examiners; (6) employee physical programs; (7) employee wellness programs; or (8) employee drug testing programs.

Probation and Parole Officer 1, 2, and 3/Juvenile (PPO/J) - Includes CBS probation officers.

(TB) Tuberculosis – An infectious disease caused by the tubercle bacillus and characterized by the formation of tubercles on the lungs and other tissues of the body, often developed long after the initial infection.

V. POLICY:

It is the Deputy Secretary's policy that applicants for the position of PPO/J must complete the Diana Screen as part of the interview process prior to a conditional offer of employment. (Refer to YS Policy No. A.2.68)

Following a conditional offer of employment, applicants shall undergo a criminal record check, Louisiana Child Abuse Registry (LCAR) check, physical examination, medical screening, tuberculosis (TB) test and drug screening. (Refer to YS Policy Nos. A.2.7, A.2.18, and A.2.67) Results must certify that the applicant is suitable for duty and is capable of performing the essential functions of a PPO/J.

VI. PROCEDURES:

- A. Following an applicant's interview utilizing the "Probation and Parole Officer/Juvenile Interview Questionnaire" [see Attachment (a)], the Diana Screen shall be administered immediately, pursuant to the guidelines established in YS Policy No. A.2.68.
- B. Applicants with a passing score on the Diana Screen are eligible to continue to the next step of the application process. Those applicants whose results indicate a failing score shall not be considered for employment. Pass/fail results of the Diana Screen are confidential and are not disclosed to applicants.
- C. Following a conditional offer of employment the following must be accomplished:

- 1. A drug screen and a TB test shall be conducted by the Occupational Health Clinic (OHC), located in the area where the office is located, utilizing the "OHC Employee Health Referral Form" (see attachment). Receipt of OHC results shall be delivered to the Unit Head on a dedicated Fax line located in the Unit Head's office for confidentiality purposes pursuant to YS Policy No. A.2.7.

If the initial drug screen produces a "positive" result the prospective employee will either be referred for additional confirmatory testing or not considered for the position. No applicant whose confirmatory test is "positive" shall be considered for employment.

Any applicant who refuses TB testing shall not be employed, pursuant to YS Policy A.2.67.

- 2. The applicant must pass a criminal record check and the LCAR check pursuant to the guidelines established in YS Policy No. A.2.18.
- 3. Once the criminal record and LCAR checks have been cleared, the applicant shall obtain a physical examination conducted by the OHC. Any applicant who refuses a physical examination shall not be employed.
- 4. The "Pre-Employment Health Information" form [see Attachment D.2.1 (b)], "Probation and Parole Officer/Juvenile Essential Functions Form" [see Attachment D.2.1 (c)], and "Special Requirements of a Probation and Parole Officer/Juvenile" form [see Attachment D.2.1 (d)], must be completed by the applicant. All required signatures must be obtained and dated.

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5. The OHC shall review the “Pre-Employment Health Information” form and “PPO/J Essential Functions Form” prior to conducting the physical/medical examination. The physician must complete the forms following the exam.
6. Results of the medical exam shall be delivered to the Unit Head on the dedicated Fax line as noted above.
7. If a medical clearance was not obtained or requires further evaluation, the “Pre-Employment Health Information” and “PPO/J Essential Functions Form” indicating the results and need for further evaluation shall be provided to the Regional Manager by the OHC via the dedicated Fax line.

The Regional Manager shall forward the information to HR Liaison who shall notify the applicant of his/her responsibility to obtain further evaluation by a licensed physician of their choice for the specified medical condition, at their own expense.

Any applicant who does not have a medical clearance shall not be employed.

D. The unit HR Liaison shall:

1. Maintain the pre-employment examination, drug screen and TB test results in a confidential file separate from the employee’s personnel file.
2. Maintain the Diana Screen, criminal record and LCAR checks in the confidential section of the employee’s personnel file.

Previous Regulation/Policy Number: D.2.1

Previous Effective Date: 05/18/2012

Attachments/References:

July2015.doc

Form July 2015.docx

2015.docx
2015.doc



D.2.1 (a) PPOJ Interview Questions

D.2.1 (b) Pre-Employment Health History

D.2.1 (c) Essential Functions PPOJ July

D.2.1 (d) Special Requirements for PPOJ July

